



Office of the Attorney General
State of Texas

March 23, 1992

DAN MORALES
ATTORNEY GENERAL

Ms. Jane Hickie
Director
Office of State-Federal Relations
600 Maryland Avenue, S.W., Suite 255
Washington, D.C. 20024

//o
OR92-495

Dear Ms. Hickie:

You ask whether certain information in the files of the Office of State-Federal Relations is subject to disclosure under the Texas Open Records Act, article 6252-17a, V.T.C.S. This request was initiated by a letter of January 8, 1991, to this office from Cynthia Thigpen, accountant of the Office of State-Federal Relations. It was answered in part by a decision designated OR91-347, which was addressed to you and sought additional information from you in connection with this matter. By letter of August 1, 1991, you responded to OR91-347. Your letter was assigned ID# 13168.

Open Records Ruling OR91-347 dealt with three items out of six that were requested from the Office of State-Federal Relations. The following items were not dealt with in that ruling:

1. The agency's District of Columbia Registration number,
2. Employer Personnel File for each Employee,

....

6. The agency's Certificate of Exemption from D.C. Sales and Use tax.

You state that you do not have item 1. A governmental body is not required to prepare new information in response to a request. Open Records Decision No. 452 (1986). Accordingly, the Open Records Act does not require you to provide this item.

You have submitted a sample personnel file and a copy of the agency's Certificate of Exemption from D.C. Sales and Use tax in response to our request for copies of these records. The information in the sample personnel file you have sent us consists of the employee's application for employment, personnel action forms showing job title and salary, leave and compensatory/overtime sheets, and monthly time sheets. None of this information is protected from public disclosure by a right of privacy. See V.T.C.S. art. 6252-17a, § 3(a)(1); Open Records Decisions Nos. 542 (1990); 470, 455 (1987); 336 (1982). Accordingly, you must release the personnel file information.

You have not cited, nor are we aware of, any statute that makes the certificate of exemption confidential. It must be disclosed as well.

Because prior published open records decisions resolve your request, we are resolving this matter with this informal letter ruling rather than with a published open records decision. If you have questions about this ruling, please refer to OR92-495

Yours very truly,



Susan Garrison
Assistant Attorney General
Opinion Committee

SG/nhb

Ref.: ID# 13168

Enclosures: Open Records Decision Nos. 336, 452, 455, 470, 542
Documents

cc: Mr. David Talbot
General Counsel
Governor's Office
P. O. Box 12428
Austin, Texas 78711